

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address <b>MARTA</b> Finance and Administration Treasury Services (Fare Collection) Avondale Facility 2775 East Ponce Deleon Decatur, Georgia 30030		<b>FOR RECORDS MANAGEMENT DIVISION USE</b> Date Received      Application No.      Date Completed <b>1-27-81      81-77      FEB 2 1981</b>	
		1. Application	2. Dept. Application No.
4. Person to Contact Raymond E. Miller or Nancy Gaffney (Sec.)		5. Working Title Supervisor Fare Collection	
		6. Telephone Number 294-3352	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest      Latest 1979      Present		9. Records Series Title (followed by title used in office, if different) Bus and Rail Fare Collection Reports File	
10. Division and Office Function      What is the function of the Division and the Office in which this record series is created? <p>The Division of Treasury Services is responsible for the receipts, investment and disbursement of all funds for maintaining integrity of financial assets and accounts and for maintaining banking relationships. The specified responsibilities are to maintain effective internal control procedures to safeguard cash and other assets, ensures an adequate level of funds availability to meet current and planned obligations, ensures all funds disbursements are made in a timely manner and bear proper signatures and endorsements, administers the Authority's investment portfolio to maximize yield, assists in the development and administration of the Authority's Bond Program, coordinates the design, development and implementation of the Authority's Fare Collection system. Administers the Authority's Bus Fare Collection System, and to administer the Authority's transcard program.</p>			
11. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Administration of the Authority's Bus and Rail Fare Collection system. <p>Included are: The following reports: Bag Audits, Bus-to-Rail Transfer Schedule for Encoding Machine, Bus-to-Rail Transfers Encoded and Recycled, Coin Bag Pick-Up Delivery Record, Employees Passes Consignment/Receipt, Gate Registrar Readings, Key Sign-Out Forms, Rail Transfer Delivery Consignment/Receipt, Rail System Patronage Report, Station Patronage Report, Special Passes Consignment/Receipt, Transcard Consignment/Receipt, Transfer Rolls Control Sheet, and Vault Control Sheets.</p> <p>File is arranged: File is arranged: alphabetically by report title, by fiscal year.</p>			
12. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ twenty-five months and older _____ ?			
13. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 15. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>6</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

( ) Calendar Year; ☒ Fiscal Year; ( ) Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to MARTA Records Center; hold 5 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above or write additional remarks):

#### 17. APPROVALS

Approved Department Records Management Officer <u>Lauren H. Solomon</u> Date <u>12/17/80</u>	Approved Legal Counsel <u>Wayne P. Crowder</u> Date <u>1/2/81</u>
Approved Division Head/Designee <u>[Signature]</u> Date <u>12/17/80</u>	Approved Division of Audit <u>Tanice Chalker</u> Date <u>1/8/81</u>
Approved Department Head/Designee <u>[Signature]</u> Date <u>14/18/80</u>	Approved Department of Archives and History <u>Canace Hart</u> Date <u>2-2-81</u>
Approved Records Management Analyst <u>Willis Scott</u> Date <u>12/19/80</u>	Approved MARTA Management Advisory Committee Date _____